

**APPROVED 6/5/2003**

State of Texas  
Records Retention Schedule

Page 1

11/5/03

Automated Facsimile of SLR-105

2. AGENCY CODE: 501

3. AGENCY: TEXAS DEPARTMENT OF HEALTH

4. Records Series  
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7. RETENTION PERIOD  
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\_\_\_ REPLACEMENT PAGE  
\_\_\_ ADDENDUM PAGE

709 - BUREAU OF RADIATION CONTROL

2207	EMERGENCY RESPONSE DRILLS-FINAL REPORT	PM		PM	O	O		PAPER, ELECTRONIC, MICROFILM
2208	RADIOACTIVE MATERIAL DOWN HOLE STORAGE	PM		PM	O	O		PAPER, ELECTRONIC, MICROFILM
2209	ESCALATING ENFORCEMENT	PM		PM	O	O		AFTER CLOSURE, MICROFILM AND DESTROY PAPER COPY, BECOMES PART OF #4290 PERMITS; PAPER, MICROFILM
2210	PERMITS - LRICS DATABASE	PM		PM	O	E		UPDATED DAILY
3258	RADIOGRAPHER (RADIATION SAFETY TRAINING CERTIFICATION)	AC		AC	C	O	X	PAPER, ELECTRONIC, MICROFILM; BECOMES PART OF PERMIT FILE WHICH IS RETAINED PERMANENTLY AS REQUIRED BY NUCLEAR REGULATORY COMMISSION; ; DATABASE UPDATED DAILY; SEE #4290.
4286	PERMITS	AC	1	AC+1	O	P	X	MICROFILM AC & HOLD PAPERS 1 YR THEN DESTROY PAPER SEE #4290
4290	PERMITS	PM	PM	PM	O	M		STORE @ SRC (STATE RECORDS CTR.) SEE #4286 94-501-183
4300	ELECTRICAL TRANSMISSION LINES (EVALUATION OF HAZARDOUS EMISSIONS FROM ELECTRICAL POWER LINES SURVEY)	AC		AC	O	P		MICROFILM AC & DESTROY HARD COPYSEE #5234
4301	MICROWAVE (EVALUATION OF HAZARDOUS EMISSIONS SURVEY)	AC		AC	O	P		MICROFILM & DESTROY HARD COPY SEE #5235
4302	WASTE BURIAL SITES	PM	PM	PM	O	M	X	STORE @ SRC SEE #4305 95-501-191
4303	BLUE PRINTS/MAPS FOR PERMITS	PM	PM	PM	O	M	X	PERMANENT RETENTION REQUIRED BY NUCLEAR REGULATORY COMMISSION. 03-501-350
4304	SONIC FILES (SURVEYS TO DETERMINE HAZARDOUS POTENTIAL)	AC		AC	O	M		AC=MICROFILM TO MAINTAIN UNTIL LEGISLATURE LICENSES SONIC FILES
4305	WASTE BURIAL SITES	CE		CE	O	P	X	MICROFILM STORED AT BRC, DESTROY HARD COPY, SEE # 4302

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MEDIUM CODES (Field 10)

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M - Microfilm  
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E - Electronic  
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ARCHIVAL CODES (Field 9)

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Page 2

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4306	WASTE MANIFESTS	AV		AV	O	P	X	MICROFILM WHEN AV & DESTROY HARD COPY BECOMES PART OF PERMIT FILE #4286
4308	BLUE PRINTS/MAPS FOR PERMITS	CE+1	10	CE+11	O	P	X	96-501-201/98-501-238 / SEE ALSO #4303 MICROFILM KEPT PERMANENTLY IN STORAGE.
4309	X-RAY FILM EXPOSED FOR INSPECTION	CE+2		CE+2	O	O		O=X-RAY FILMS
4323	REGISTRATIONS - X-RAY TRENDS (SURVEYS)	5		5	O	M		MICROFILM & DESTROY HARD COPY
4324	THERMOLUMINESCENT DOSIMETERS (RAM & X-RAY) - (READING LEVELS OF RADIATION)	AC		PM	O	M		BECOMES PART OF PERMIT FILE #4286
4325	THERMOLUMINESCENT DOSIMETER CALIBRATION	AC		PM	O	M		BECOMES PART OF PERMIT FILE #4286
4326	THERMOLUMINESCENT DOSIMETER QUARTERLY REPORTS	CE+3		PM	O	M		BECOMES PART OF PERMIT FILE #4286
4331	SITE SURVEILLANCE MONITORING	PM		PM	O	M	X	BECOMES PART OF PERMIT FILE #4286
4344	COMPLIANCE CODING SHEETS	CE+2		CE+2	O	P		DESTROY COPY
4358	ENGINEERING DRAWINGS - SOURCE & DEVICE FOR LICENSE	PM		PM	O	P		BECOMES PART OF PERMIT FILE # 4286; TDH RULE 401.058(B)
4359	SUPER COLLIDER - ENVIRONMENTAL FILES	PM	PM	PM	O	M		MICROFILM STORED AT SRC, 95-501-192, SEE #5233
4360	COMPLAINT/INCIDENT FILES	AC		AC	O	P		MICROFILM AND DESTROY HARD COPY, PART OF #4286
4361	COMPLAINT/INCIDENT FILES	PM		PM	O	M		SEE #4360 BECOMES PART OF # 4286
4366	COMPLAINTS BY COUNTY	AC		AC	O	P		MICROFILMED AC & HARD COPY DESTROYED, SEE #4367
4367	COMPLAINTS BY COUNTY	PM	PM	PM	O	M		STORE @ SRC, 95-501-193, SEE 4366
4372	NUCLEAR REGULATORY COMMISSION/ LICENSES & AMENDMENTS - NUCLEAR REACTOR POWER PLANTS	PM		PM	O	M	X	STORED COPY AT SRC, SEE # 4373, AND AT AGENCY.

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4373		NUCLEAR REGULATORY COMMISSION LICENSES & AMENDMENTS - NUCLEAR REACTOR POWER PLANTS	CE		CE		O		P		FILES ARE MICROFILMED AND PAPER IS DESTROYED SEE #4372
5233		SUPER COLLIDER - ENVIRONMENTAL FILES	CE		CE		O		P		PAPER COPY OF FILE IS MICROFILMED AND PAPER IS DESTROYED SEE #4359
5234		ELECTRICAL TRANSMISSION LINES (EVALUATION OF HAZARDOUS EMISSION FROM ELECTRICAL POWER LINES SURVEY)	AV		AV		O		M		AV=RETAIN UNTIL LEGISLATION CLEARS & DEFINES FUTURE LICENSING REQUIREMENTS SEE #4300
5235		MICROWAVE (EVALUATION OF HAZARDOUS EMISSIONS SURVEY)	AV		AV		O		M		AV=RETAIN UNTIL LEGISLATION CLEARS AND DEFINES FUTURE LICENSING REQUIREMENTS SEE #4301
5474		AUDIOMETER FILES	AC		AC		O		M		MICROFILM STORED AT BUR. OF RADIATION CONTROL; DESTROY HARD COPY
5476		SONIC FILES (SURVEYS TO DETERMINE HAZARDOUS POTENTIAL)	AC		AC		O		M		MICROFILM STORED AT BRC. DESTROY HARD COPY
1.1		5525 NRC PROGRAM REVIEW EVALUATION	PM		PM		O		P	X	NRC REQUIRES PERMANENT RETENTION
1.1		5526 TECHNICAL ASSISTANCE RECORDS	AC		AC		O		P		AC=WHEN MICROFILMED ( HARD COPY DESTROYED)
1.1		5527 TECHNICAL ASSISTANCE RECORDS	PM		PM		O		M		MICROFILMED COPY STORED AT SRC, SEE # 5526
1.1		5528 NRC AGREEMENT STATE PROCEDURES	CE		CE		O		P		DESTROY HARD COPY; ON NRC WEB PAGE
1.1		5530 NRC INFORMATION NOTICES	CE		CE		O		P		CE DESTROY; INFORMATION ON NRC WEB PAGE.
1.1.		3260 RADIOGRAPHER - EXAMINATIONS/APPLICATIONS	US		US		C		P	X	
1.1.006		4587 COMPLAINT FILE	AC+2		AC+2		O		P		AC=FINAL DISPOSITION OF COMPLAINT
1.1.007		3195 CORRESPONDENCE, ADMINISTRATIVE	AV		AV		O	R	P	X	MICROFILMED & HARD COPY DESTROYED SEE #3261
1.1.007		3261 CORRESPONDENCE, ADMINISTRATIVE	PM	PM	PM		O	R	M	X	SEE #3195. PERMANENT RETENTION SET BY NUCLEAR REGULATORY COMMISSION.

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1.1.008	3199	GENERAL CORRESPONDENCE	1		1	O		O			PAPER, ELECTRONIC
1.1.008	4371	NUCLEAR REGULATORY COMMISSION/ GENERAL CORRESPONDENCE	CE		PM	O		O			AT CE, MICROFILM AND DESTROY HARD COPY, PAPER, MICROFILM; PERMANENT RETENTION IS REQUIRED BY NUCLEAR REGULATORY COMMISSION.
1.1.013	2158	DESK CALENDARS/APPOINTMENT BOOKS	CE+1		CE+1	O		O			INCLUDES RECORDS OF THIS TYPE PURCHASED WITH PERSONAL FUNDS. PAPER, ELECTRONIC
1.1.014	3241	LEGAL OPINIONS AND ADVICE	AV		AV	O	R	P			MAY BECOME PART OF PERMIT FILE, SEE # 4286
1.1.020	3210	OPEN RECORDS REQUESTS - APPROVED	AC+1		AC+1	O		P			BECOMES PART OF PERMIT FILE SEE #4286; AC=DATE REQUEST IS FULFILLED
1.1.023	2211	ORGANIZATION CHARTS	US		US	O	A	O			PAPER, ELECTRONIC; SEND COPY TO STATE ARCHIVIST
1.1.025	2159	TEXAS REGULATIONS FOR THE CONTROL OF RADIATION (RULES)	PM		PM	O		E			UPDATED DAILY
1.1.025	3212	POLICIES & PROCEDURES - BUREAU OF RADIATION CONTROL	US+3		US+3	O	R	P	X		
1.1.025	3218	TEXAS REGULATIONS FOR THE CONTROL OF RADIATION	US+3		US+3	O	R	P	X		US=MICROFILM
1.1.025	3239	REGULATORY GUIDES	US+3		US+3	O	R	P	X		
1.1.025	5477	TEXAS REGULATIONS FOR THE CONTROL OF RADIATION RULES	PM	PM	PM	O	R	M	X		MICROFILM COPY STORED AT SRC #95-501-198 RETENTION PERIOD SET BY NUCLEAR REGULATORY COMMISSION
1.1.026	2161	TEXAS REGISTER SUBMISSIONS	AC+1		AC+1	O		O			IF PERTAINING TO PERMITS, FILED IN PERMIT FILE FOR PERMANENT RETENTION, SEE # 4290, PAPER, ELECTRONIC
1.1.027	5532	LEGISLATION (THAT AFFECTS RULES WITH NRC) AV			AV	O		P			
1.1.040	2169	SPEECHES AND PAPERS	2		2	O	R	O			PAPER, ELECTRONIC

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1.1.043	2170	TRAINING MATERIALS	US+1		US+1	O		O			PAPER, ELECTRONIC
1.1.057	5531	TRANSITORY INFORMATION	AC		AC	O		O			PAPER, ELECTRONIC/AC=PURPOSE OF RECORD HAS BEEN FULFILLED.
1.1.058	3206	MEETING AGENDA & MINUTES FOR THE TEXAS RADIATION ADVISORY BOARD	AC	PM	AC+PM	O	A	O	X		O=PAPER, MICROFILM. AC=WHEN MICROFILMED. PERMANENT RETENTION PERIOD SET BY NUCLEAR REGULATORY COMMISSION. MICROFILM STORED. 95-501-189 / 95-501-190
1.1.060	2172	MEETINGS, AUDIO OR VIDEOTAPES OF OPEN	AC+90 DAY		AC+90 DAYS	O		O			AC=APPROVAL OF WRITTEN MINUTES OF MEETING; AUDIO OR VIDEO
1.1.063	2173	STAFF MEETING MINUTES	1		1	O		P			
1.1.064	3989	PERFORMANCE MEASURES DOCUMENTATION	FE+3		FE+3	O		P	X		
1.1.065	3228	REPORTS & STUDIES - RAW DATA - WORKLOAD REVIEW, INSPECTION SUMMARIES AND PERFORMANCES	AV		AV	O		P			
1.1.065	3230	REPORTS & STUDIES - RAW DATA INSPECTION ACCOMPANIMENTS, RAM IN- SPECTIONS ENCODING DATA, RAM IN-SPECTIONS & VIOLATIONS, RAM INSPECTION SUMMARIES AND PERFORMANCE	AV		AV	O		P			
1.1.067	3220	ADMINISTRATIVE REPORTS (EDUCATION & TRAINING)	3		3	O	R	P			
1.1.067	3223	MONTHLY ACTIVITY REPORTS	FE+4		FE+4	O	R	P			MOST CONTRACTS ARE FOR FOUR YEARS AND THIS INFORMATION MUST BE RETAINED FOR THE DURATION OF CONTRACTS TO SHOW ACTIVITIES PERFORMED RELATED TO CONTRACTS.
1.1.069	3232	FIELD ACTIVITIES/INSPECTOR EVALUATIONS	5		5	O		P			RETENTION REQUIRED TO MEET NUCLEAR REGULATORY COMMISSION AUDIT REQUIREMENTS

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1.2.004	2177	FORMS INVENTORY	US		US	O		P		OFFICIAL RECORD COPY KEPT AND MAINTAINED IN STANDARDS DIVISION. EACH DIVISION MAINTAINS CONVENIENCE COPY.
1.2.005	5480	RECORDS RETENTION SCHEDULES	US		US	O		P		
1.3.001	2206	WEB PUBLICATIONS	2		2	O		E		TAC TITLE 13, PART 1, CHAPTER 3, RULE 3.3; MAIN WEB PAGES AND PRINT-LIKE PUBLICATIONS ARE REPORTED TO TRAIL; IF ITEM REMOVED FROM WEB PRIOR TO TWO-YEAR RETENTION, IT IS TRANSFERRED TO THE AGENCY'S OR DIVISION'S WEB ARCHIVE SITE UNTIL RETENTION PERIOD HAS BEEN MET. IF ITEM FALLS WITHIN ANOTHER RECORDS SERIES AND THAT RECORDS SERIES HAS LONGER THAN A TWO-YEAR RETENTION, THE PUBLICATION IS RETAINED IN AT LEAST ONE FORMAT UNTIL THE LONGER RETENTION PERIOD HAS BEEN MET.
1.3.001	3216	PUBLICATIONS	AV	PM	AV+PM	O	R	O		O=PAPER, MICROFILM. AFTER AV, MICROFILM & STORE. RETENTION PERIOD SET BY NUCLEAR REGULATORY COMMISSION. FOR NEW PUBLICATIONS PRINTED AT HHS PRINTING, HHS PRINTING SENDS COPIES TO STATE PUBLICATIONS CLEARINGHOUSE/TDH LIBRARY. FOR NEW PUBLICATIONS PRINTED ELSEWHERE, COPIES ARE SENT TO BUREAU OF RESOURCE MANAGEMENT FOR DISTRIBUTION TO CLEARINGHOUSE/LIBRARY.
1.3.002	3214	PUBLICATION DEVELOPMENT FILES	AV		AV	O	R	P		
2.1	3798	Y2K PROBLEM-SOLVING DOCUMENTATION	6		6	O		O		PAPER, ELECTRONIC
2.1.002	3249	MASTER FILES	AC		AC	O		E	X	BACK-UP OF ONE SERVER, COPY STORED AT TDH IN FIREPROOF SAFE AND ONE OFF-SITE AT RADEF
2.1.007	3265	PROGRAMS & JOB CONTROL LANGUAGE	AC		AC	O		E	X	
3.1	2179	RESUMES OF STAFF	PM		PM	O		O		RETENTION REQUIRED BY NUCLEAR REGULATORY COMMISSION. PAPER, ELECTRONIC

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3.1.001	3270	APPLICATIONS & RESUMES OF PEOPLE NOT HIRED	2		2	O		P			CONTAINS SOME CONFIDENTIAL INFORMATION
3.1.006	2181	EMPLOYEE COUNSELING NOTES	AC+3		AC+3	O		P			AC=TERMINATION OF COUNSELING
3.1.014	3273	EMPLOYMENT SELECTIONS	2		2	O		P	X		MAY CONTAIN SOME CONFIDENTIAL INFORMATION
3.1.019	5478	EMPLOYEE PERFORMANCE JOURNALS	2		2	O		P			MAY CONTAIN SOME CONFIDENTIAL INFORMATION SUCH AS MEDICAL INFORMATION, SOCIAL SECURITY NUMBER, OR OTHER DATA PROTECTED BY THE PRIVACY DOCTRINE.
3.1.020	1442	PERSONNEL CORRECTIVE ACTION DOCUMENTATION/PERFORMANCE ADVISEMENT FORMS	AC+5		AC+5	O		P			MAY CONTAIN CONFIDENTIAL INFORMATION. AC=TERMINATION OF CORRECTIVE ACTION
3.1.023	3276	POSITION/JOB DESCRIPTIONS	US+4		US+4	O		O	X		PAPER, ELECTRONIC
3.1.027	2184	TRAINING & EDUCATIONAL RECORDS	AC+6		AC+6	O		P			MAINTAINED FOR NRC REVIEW; GIVEN TO TRAINING COORDINATOR TO RECORD IN REGISTRAR DATABASE; INDIVIDUAL MAINTAINS CONVENIENCE COPY IN PJ. AC=TERMINATION OF EMPLOYEE. EXTENDED RETENTION PERIOD REQUIRED UNDER HIPAA (45 CFR SECTION 164.530(j)(1)-(2))
3.2	2187	PAYROLL WARRANT LISTINGS	1		1	O		P			SIGNED CHECK RECEIPTS FOR PAYROLL; SIGNED COPY SENT TO BUREAU HR
3.3	2188	PERSONNEL MONITORING EXPOSURE REPORTS	PM		PM	O		O			FOR PAST AND PRESENT EMPLOYEES, REQUIRED BY NRC; PAPER, ELECTRONIC, AND MICROFILM FORMATS; AFTER TERMINATION, MICROFILM AND DESTROY PAPER COPIES
3.3	3277	TRAINING SUPPORT DOCUMENTATION	AC+2		AC+2	O		O			AC=COMPLETION OF CLASS. PAPER AND ELECTRONIC
3.3.015	3284	POSITION JOB CLASSIFICATION REVIEW FILE	US+3		US+3	O		P			CONVENIENCE COPY
3.3.027	3272	APTITUDE & SKILLS TESTS	US+2		US+2	O		P			

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M - Microfilm  
C - Computer Print-Out  
E - Electronic  
O - Other (Specify in Field 12)

ARCHIVAL CODES (Field 9)

A - Transfer to State  
I - Retain in Agency  
R - Review by State  
O - Other (Specify in Field 12)

SECURITY CODES (Field 8)

O - Open Record  
C - Confidential

VITAL CODES (Field 11)

Indicate with an X

**APPROVED 6/5/2003**

State of Texas  
Records Retention Schedule

Page 8

11/5/03

Automated Facsimile of SLR-105

2. AGENCY CODE: 501

3. AGENCY: TEXAS DEPARTMENT OF HEALTH

4. Records Series  
Item #

5. Agency  
Item #

6. Records Series Title

7. RETENTION PERIOD  
Agency Storage Total

8. Sec 9. Arch 10. Med 11. Vital

12. Remarks

\_\_\_ ORIGINAL SUBMISSION  
\_\_\_ RECERTIFICATION  
\_\_\_ REPLACEMENT PAGE  
\_\_\_ ADDENDUM PAGE

709 - BUREAU OF RADIATION CONTROL

3.3.030	2189	TRAINING ADMINISTRATION RECORDS	US+2		US+2	O		O		PAPER, ELECTRONIC
3.4.004	5004	OVERTIME AUTHORIZATION	2		2	O		P		
3.4.006	3287	TIME CARDS & TIME SHEETS	4		4	O		O		PAPER, ELECTRONIC; 40 TAC815.106(i)
3.4.007	3288	TIME OFF AND/OR SICK LEAVE REQUESTS	FE+3		FE+3*	O		O		PAPER, ELECTRONIC
4.2.002	2194	CASH RECEIPTS	PM		PM	O		P		PART OF PERMIT FILE, WHICH MUST BE RETAINED PERMANENTLY DUE TO NUCLEAR REGULATORY COMMISSION REQUIREMENTS
4.2.002	2195	ACCOUNT RECEIVABLE LEDGERS	PM		PM	O		P		PART OF PERMIT FILE, MUST BE RETAINED PERMANENTLY AS REQUIRED BY NUCLEAR REGULATORY COMMISSION
4.2.007	2748	EXPENDITURE VOUCHERS	FE+3		FE+3	O		P		(TRAVEL & PURCHASE VOUCHERS)
4.3.003	3296	BUDGET REPORTS	FE+3		FE+3	O		P		
4.5.006	2196	ANNUAL OPERATING BUDGETS	PM		PM	O		O		PAPER, MICROFILM. AFTER BUDGET YEAR, MICROFILM HARD COPY AND DESTROY PAPER, PERMANENT RETENTION REQUIRED BY NUCLEAR REGULATORY COMMISSION
4.7.012	2197	SIGNATURE AUTHORIZATIONS	US+FE+3		US+FE+3	O		P		MAINTAINED BY BUREAU HR/DIVISION
5.1.001	3306	CONTRACTS (FEDERAL): NRC, ACR, RADEF, WIPP, UMTRA, CRCPD, PANTEX, MQSA/FDA, SW REGION OF FDA AGREEMENT, SOUTHERN STATES ENERGY BD, RAD MON-NRC, ASNT, DOT, TNRCC	AC	PM	AC+PM	O		O	X	O=PAPER, ELECTRONIC. AC=WHEN MICROFILMED. AFTER AC, DESTROY HARD COPY. MICROFILM KEPT PM--RETENTION REQUIRED BY NUCLEAR REGULATORY COMMISSION.
5.1.001	3308	TEXAS NATURAL RESOURCE CONSERVATION COMMISSION (TNRCC) & TDH LOW LEVEL WASTE CONTRACT	AC+PM		AC+PM	O		P	X	O=PAPER, MICROFILM. AC=WHEN MICROFILMED. AFTER AC, DESTROY HARD COPY. MICROFILM KEPT PM IN AGENCY. PERMANENT RETENTION REQUIRED BY NUCLEAR REGULATORY COMMISSION
5.1.004	3309	MAILING LISTS	US		US	O		P		
5.1.011	5535	FAX/COPIER USE LOGS	AV		AV	O		O		PAPER, ELECTRONIC; (USUALLY MAINTAINED CE+1)

RETENTION CODES (Field 7)

MEDIUM CODES (Field 10)

ARCHIVAL CODES (Field 9)

SECURITY CODES (Field 8)

VITAL CODES (Field 11)

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AC - After Closed, Terminated, Completed, Expired, Settled  
AV - As Long As Administratively Valuable  
CE - Calendar Year End  
FE - Fiscal Year End  
LA - Life of Asset  
MO - Months  
PM - Permanent  
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State of Texas  
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Page 9

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709 - BUREAU OF RADIATION CONTROL

5.1.015	2200	CORRESPONDENCE TRACKING RECORDS-MAIL	1		1	O	O	PAPER, ELECTRONIC
5.1.015	5534	MAILING LOGS	1		1	O	P	
5.2.005	3311	CALIBRATION (EQUIPMENT AND INSTRUMENTS) FOR RADIATION DETECTION	CE+3		CE+3	O	P	AFTER CE+3, MICROFILM AND DESTROY HARD COPY, SEE #5479
5.2.005	5479	CALIBRATION (EQUIPMENT & INSTRUMENTS) FOR RADIATION DETECTION	PM (copy)	PM (M)	PM	O	M	SEE #3311; REQUIRED PM FROM NUCLEAR REGULATORY COMMISSION--INCLUDES EQUIPMENT, SERVICE HISTORY, MAINTENANCE
5.3	4713	PROCUREMENT CARD PURCHASES SUPPORTING DOCUMENTATION	FE+4		FE+4	O	P	
5.5.001	2204	BILLING DETAIL TELECOMMUNICATIONS	FE+3		FE+3	O	P	CELL PHONE USAGE FOR PROGRAMS

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